



**Tualatin Hills Park & Recreation District  
Minutes of a Regular Meeting of the Board of Directors**

A regular meeting of the Tualatin Hills Park & Recreation District Board of Directors was held on Monday, June 8, 2015, at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton. Executive Session 6 pm; Regular Meeting 7 pm.

Present:

John Griffiths	President/Director
Bob Scott	Secretary/Director
Jerry Jones Jr.	Secretary Pro-Tempore/Director
Joseph Blowers	Director
Larry Pelatt	Director
Doug Menke	General Manager

**Agenda Item #1 – Executive Session (A) Personnel**

President Griffiths called executive session to order to consider the employment of a public officer, employee, staff member or individual agent. Executive session is held pursuant to ORS 192.660(2)(a), which allows the board to meet in executive session to discuss the aforementioned issue.

President Griffiths noted that representatives of the news media and designated staff may attend the executive session. All other members of the audience were asked to leave the room. Representatives of the news media were specifically directed not to disclose information discussed during executive session. No final action or final decision may be made in executive session. At the end of executive session, the board will return to open session and welcome the audience back into the room.

**Agenda Item #2 – Call Regular Meeting to Order**

President Griffiths called the regular meeting to order at 7:05 pm.

**Agenda Item #3 – Action Resulting from Executive Session**

**Bob Scott moved that the board of directors accept the general manager’s evaluation as presented and authorize a compensation increase of 2.5% and a bonus amount of 9% of salary. Larry Pelatt seconded the motion. Roll call proceeded as follows:**

<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>Joe Blowers</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

**Joe Blowers moved that the board of directors approve to fund the bonus pool at the amount specified within District Compiled Policies Chapter 4. Jerry Jones Jr. seconded the motion. Roll call proceeded as follows:**

**Bob Scott**                **Yes**  
**Larry Pelatt**            **Yes**  
**Jerry Jones Jr.**        **Yes**  
**Joe Blowers**            **Yes**  
**John Griffiths**         **Yes**

**The motion was UNANIMOUSLY APPROVED.**

**Agenda Item #4 – Swearing in of Reelected & Newly Elected Board Members**

Washington County Board of Commissioners Chair Andy Duyck preformed the swearing in ceremonies for reelected board member John Griffiths and newly elected board member Ali Kavianian for their four-year terms on the THPRD Board of Directors effective July 1, 2015.

**Agenda Item #5 – Audience Time**

Barbara Wilson, 12820 SW 20<sup>th</sup> Court, Beaverton, is before the board of directors this evening regarding the 2008 Bond Measure. She expressed frustration regarding the pace at which natural area land acquisition has been taking place under the district’s bond program, noting that the longer the district waits to purchase such land, the greater the price will be and the less there will be available due to development. She reminded the board that the 2008 Bond Measure was promoted to the public as primarily for the purchase of natural areas. In addition, the public surveys conducted by the district prior to the bond measure stressed the importance of natural area preservation. She referenced the 2008 voter’s pamphlet for the election, noting that the first objective listed for the district’s bond measure was natural area preservation through land acquisition and restoration.

- ✓ President Griffiths noted that the district has purchased approximately 141 acres of land via the 2008 Bond Measure.

Barbara replied that she is more concerned with the fact that only half of the bond funds dedicated to natural area purchase have been expended seven years into the program.

- ✓ President Griffiths assured Barbara that this is an area of focus for the district and that the board has requested of the general manager via his evaluation process that the district double its efforts in this area, as well as attempt to leverage the remaining funds in order to purchase even more acreage than the district could otherwise.
- ✓ Bob Scott assured Barbara that the funds dedicated to natural areas would not be spent elsewhere in other bond program categories.

Jim Crawford, 24955 NW Oak Hill Road, Yamhill, is before the board of directors this evening as a property owner in the Bonny Slope West area. He noted that the planning process for this area has been contentious ever since it was brought into the Urban Growth Boundary (UGB) in 2002. He described an area referred to as Ward Creek Canyon, noting that it is a jewel that should be preserved for the public rather than parceled out to private, wealthy landowners. He stated that one reason the current property owners petitioned Metro to bring the Bonny Slope West area into the UGB was to preserve Ward Creek Canyon for use as a park. He stated that the proposed parks system development charges (SDC) for the area are very high and penalize the current property owners by forcing them to fund public services for an area bordered by a large number of out-of-district residents. He requested that the district exercise discernment in how it imposes SDCs in Bonny Slope West, noting that while the current residents want to assist in funding the park amenities, they do not want to be the only ones doing so while the rest of the surrounding community contributes nothing. In addition, he encourages the district to keep the scale of the trail that would access Ward Creek Canyon to a respectful size, noting that it is not necessary to provide vehicular access to that area. He invited the board to tour Ward Creek Canyon, of which he owns most, noting that he hopes to be able to donate his portion of the canyon to the district to benefit the public, but that this decision becomes more difficult when the SDCs are proposed to fund an unnecessarily elaborate trail system.

- ✓ General Manager Doug Menke noted that district staff has been involved in working with Washington County on the conceptual plans, which are still in the design phase. Regarding SDCs, he acknowledged that it is a challenging topic in that even with the projected SDCs, the district will not receive adequate funding to deliver even the bare minimum in park amenities for the area. District staff is more than happy to meet with Mr. Crawford to continue discussions.

**Agenda Item #6 – Board Time**

Jerry Jones Jr. commented on the recent joint meeting between the THPRD Board of Directors and City of Beaverton Council, noting that it was enlightening to hear about the number of shared goals THPRD and City of Beaverton have and that these shared goals further enhance the value in the agencies’ partnership.

- ✓ President Griffiths commented that he would like to see the district involved in the city’s Creekside District.
- ✓ General Manager Doug Menke agreed that district staff would like to be more involved once the process is at a point to accommodate that involvement.

Larry Pelatt complimented district staff on accomplishing so many of the goals set out at the beginning of the fiscal year, noting that he believes they have done an excellent job this year.

**Agenda Item #7 – Consent Agenda**

Larry Pelatt moved that the board of directors approve consent agenda items (A) Minutes of May 4, 2015 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, (D) HMT Tennis Center Reroofing Construction Contract, and (E) Programs Functional Plan. Joe Blowers seconded the motion. Roll call proceeded as follows:

Bob Scott	Yes
Jerry Jones Jr.	Yes
Joe Blowers	Yes
Larry Pelatt	Yes
John Griffiths	Yes

The motion was **UNANIMOUSLY APPROVED**.

**Agenda Item #8 – Unfinished Business**

**A. Resolution Amending District Compiled Policies Chapter 6 – Finance**

General Manager Doug Menke introduced Keith Hobson, director of Business & Facilities, to provide an overview of the memo included within the board of directors’ information packet regarding the district’s fee policies as contained in Chapter 6 of the District Compiled Policies (DCP). The policies need to be updated to reflect the recent changes that resulted from the Comprehensive Plan Update and the Service and Financial Sustainability Analysis adopted by the board in late 2013. The initial presentation on this subject occurred at the November 3, 2014 regular meeting, with an additional presentation at the May 5, 2015 regular meeting.

Keith described the review of the district’s financial policies that has taken place thus far, noting that the proposed amendments to DCP 6 reflect the strategies and direction of the Service and Financial Sustainability Plan. DCP 6 has historically provided policy level guidance on fee-setting rather than detailed procedures. Although the cost recovery philosophy and the use of cost recovery targets to establish fees is recognized in the amended DCP 6, it does not specify the cost recovery target for each service, nor does it specify the means of calculating fees. Instead, staff will prepare, and the general manager will approve, detailed administrative procedures that cover these.

Keith noted that the policy language reviewed by the board in May contained a change stating that only one discount or fee adjustment could be applied to any fee. The board expressed concern that applying this limitation to fee adjustments, and especially off-peak fees, might not be appropriate and requested additional information as to the impact of off-peak fees. Rather than continuing to delay approval of all the other changes to the fee policies in DCP 6 pending the outcome of the analysis of off-peak fees, staff is proposing that the board approve an amended DCP 6 wherein the reference to fee adjustments has been eliminated. This will allow the district to complete the policy adjustments regarding fees, but leave open the issue of whether fee adjustments and discounts should be jointly limited until the data analysis is completed. When that analysis is completed, it will be presented to the board for a final determination on the issue. The other proposed amendments remain as originally presented to the board in November and May. Keith stated that the action being requested this evening is board approval of a resolution amending District Compiled Policies Chapter 6 – Finance, and offered to answer any questions the board may have.

**Jerry Jones Jr. moved that the board of directors approve Resolution No. 2015-10, amending District Compiled Policies Chapter 6 - Finance. Bob Scott seconded the motion. Roll call proceeded as follows:**

<b>Joe Blowers</b>	<b>Yes</b>
<b>Larry Pelatt</b>	<b>Yes</b>
<b>Bob Scott</b>	<b>Yes</b>
<b>Jerry Jones Jr.</b>	<b>Yes</b>
<b>John Griffiths</b>	<b>Yes</b>

**The motion was UNANIMOUSLY APPROVED.**

#### **B. General Manager's Report**

General Manager Doug Menke provided an overview of his General Manager's Report included within the board of directors' information packet, including the following:

- Certificate of Achievement for Excellence in Financial Reporting
- National Run a Mile Day
  - Eric Owens, superintendent of Recreation, provided photos via a PowerPoint presentation, a copy of which was entered into the record, of an event hosted by Cedar Hills Recreation Center conducted in partnership with Beaverton School District and *Youth Runner Magazine* encouraging people of all ages, especially children from elementary to middle school ages, to participate in running a mile.
- Go Baby Go Program
  - Eric Owens, superintendent of Recreation, provided photos via a PowerPoint presentation, a copy of which was entered into the record, of Conestoga Recreation & Aquatic Center's new modified, ride-on car that was donated to the district by Oregon State University that provides young children with disabilities the ability to move and play independently.
- Memorial Day Event
- THPRD's Concerts in the Parks
  - Lisa Novak, superintendent of Stuhr Center, provided a PowerPoint presentation, a copy of which was entered into the record, noting upcoming summer concerts and theater in the park dates and locations.
- Board of Directors Meeting Schedule

Doug offered to answer any questions the board may have.

Larry Pelatt complimented district staff on the quality of maintenance at Veterans Memorial Park for the Memorial Day event, noting that this year the park looked particularly stunning.

## **Agenda Item #9 – New Business**

### **A. Board Communication & Outreach**

President John Griffiths provided introductory comments for this agenda item, noting that he requested that this discussion take place after recent events transpired in which more communication with the public regarding the district's intent may have been beneficial. He referenced the City of Beaverton's newsletter that includes a column written by a city council member and wondered if there are better ways that the district's board could reach out to and communicate with its community.

Bob Wayt, director of Communications & Outreach, provided an overview of the memo included within the board of directors' information packet regarding increasing communications and outreach on the part of the board of directors to the district's residents via a PowerPoint presentation, a copy of which was entered into the record. Information included the various communication methods the board may wish to consider, potential topics of interest, and a recommendation that the district's patrons be surveyed to find out which communication methods they would prefer for such information. Bob offered to answer any questions the board may have.

Larry Pelatt expressed agreement that it would be beneficial for the board to consistently communicate to the community, not just when there is a sensitive issue to discuss. Otherwise, the district tends to look reactive, which is not the best position to be in.

Jerry Jones Jr. expressed agreement with Larry's comments, noting that he sees two themes in that communication: celebrating achievements and talking about general topics, as well as addressing sensitive issues. The goal should be to reach out more to the community in general, and then determine strategic areas for different types of communication.

Bob Scott recommended a consistent outreach plan that has an agreeable frequency; not overdone, but also not only alternating between achievements and sensitive issues.

Jerry Jones Jr. also referenced the city council column in City of Beaverton's newsletter.

- ✓ Larry inquired what the readership of that column might be.
- ✓ Bob replied that he would inquire with the city and let the board know.

General Manager Doug Menke commented that it will be important for the district to listen to the survey results in order to be sure that it is communicating with the public in a manner that they prefer and will pay attention.

- ✓ Bob Scott asked what outreach methods would be used for the survey.
- ✓ Bob Wayt replied that the district will promote the survey in any way available, including online and print copies available at the centers.

Jerry expressed support for the survey, recommending that not only the top scoring communication method be used, but perhaps the top two or three in order to make sure the district is communicating with a wide variety of its audience.

## **Agenda Item #10 – Adjourn**

There being no further business, the meeting was adjourned at 7:50 pm.

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John Griffiths, President

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Bob Scott, Secretary

Recording Secretary,  
Jessica Collins